

CLASSIFICATION TITLE- SUB-TITLE

Executive Staff Assistant

POSITION SUMMARY

This position provides administrative support for the Division Administrator of the Industry Services Division. Duties include monitoring the activities of the Division, reviewing open records requests and assisting with delegated municipalities. This position reports directly to the Industry Services Division Administrator.

- 45% A. Provide administrative and support functions for the Division Administrator.
- A1. Compose and/or prepare correspondence for signature by the Administrator on administrative and program issues to meet deadlines. Edit and proofread typed materials. Ensure that all required administrative signatures are obtained.
 - A2. Effectively initiate and follow-through on appointment changes and schedule alterations that may become necessary.
 - A3. Coordinate logistics for meetings, including location, schedule, materials, audio-visual, agenda, brochures, mailing, coffee meals, etc.
 - A4. Schedule travel arrangements for the Administrator, including airline reservations, and overnight accommodations for in state and out-of-state travel.
 - A5. Serve as primary contact for inquiries from the program areas of the division as well as internal and external customers. Give prompt customer service to the general public and members of the regulated community by answering inquiries as well as providing references to rules and regulations pertaining to the division. Utilize program knowledge extending across Bureau programs to answer inquiries and make referrals to appropriate individuals as necessary.
 - A6. Develop, implement, and maintain ongoing update file of administrative resource documents such as operating budget control, contract inventories, purchase orders and requisitions, position controls, biennial budget, annual review documents, Administrative code files, position files, Personnel Instructions, Department Procedures Manuals and Records.
 - A7. Prepare purchase requisitions for the Division Administrator's office for a wide variety of items. Maintain knowledge of state purchasing procedures.
 - A8. Alert Administrator, Bureau Directors and Section Chiefs to potential problem situations as they develop.
- 45% B. Work flow facilitation, coordination and monitoring of project status and performance of special projects for the Division.
- B1. Implement and maintain a system to handle referral letters from the Governor, Secretary, Deputy Secretary, and Assistant Deputy Secretary and Division Administrator to staff. Monitor as necessary to assure deadlines are met. Determine where referral letters are to go to for appropriate responses and review them before returning them to the appropriate office for signature. Maintain a file of referral letter correspondence.
 - B2. Monitor project status with Bureau Directors, program assistants and staff concerning current assignments. Keep Division Administrator informed.
 - B3. Maintain familiarity with PC hardware and software to use and to assist others with use and problem solving. Attend training classes to further enhance computer and software knowledge.

- B4. Coordinate the annual Safety Shoe reimbursement for eligible Division employees.
- B5. Monitor status of the division's bulk mail permit with U S post office. Establish post office boxes as requested for division use. Renew them on an annual basis.
- B6. Coordinate with agency printing office and purchasing to develop specifications for outside print jobs. Explain job to printer, obtain three bids, and coordinate all arrangements for printing.
- B7. Schedule car usage for the Administrator, and Division staff.

5% C. Coordinate Open Records Requests

- C1. Review Open Record Requests that are received via the web. Assign the request to the individual who can get the information.
- C2. When the information has been assembled, inform the requestor that it is ready and if there is any cost involved.
- C3. Record the actions taken in the Open Record database.

5% D. Assist with Delegated Municipalities

- D1. Maintain database of fees received from 2nd class municipalities.
- D2. Provide interested municipalities with the information that they need in order to become a delegated municipality.
- D3. Other duties as assigned.

Knowledge, Skills and Abilities

- 1. The ability to work independently and set priorities to meet deadlines.
- 2. The ability to utilize personal judgment when responding to staff, the public and others.
- 3. Skill in communicating effectively orally and in writing.
- 4. The ability to use a personal computer, internet, database software and other types of applicable software.
- 5. General knowledge of the Division and its programs and functions.
- 6. Strong organizational skills.
- 7. The ability to use discretion when dealing with confidential matters.
- 8. Knowledge of basic modern office practices, procedures and equipment.
- 9. The ability to maintain professionalism and represent DSPS in a positive manner